



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

June 17, 2013

To: Sachi A. Hamai  
Executive Officer

From: Lisa M. Garrett  
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 5.110 – CONTRACT LANGUAGE TO ASSIST IN PLACEMENT ACTIVITIES**

This is a revised recommendation to update Board Policy No. 5.110 - *Contract Language to Assist in Placement Activities*. This memo supersedes our previous recommendation submitted on February 13, 2013.

After consultation with County Counsel, the Chief Executive Office and Internal Services Department (ISD), the Department of Human Resources (DHR) recommends the following:

- replace "all possible" measures with "reasonable" measures under Purpose and Policy;
- revise the heading of the recommended contract language to reflect the current boilerplate language in use
- add ISD as one of the responsible departments;
- extend the sunset review date by four years to March 18, 2017.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Shawn Atin, Assistant Director, at (213) 974-2631.

LMG:SKT:SA  
JAWT:HL

Attachment

c: Frank Cheng, Chief Executive Office  
Elizabeth Friedman, County Counsel  
Joe Sandoval, Internal Services Department

S/PMPD/BOS Policies/BOS 5.110 LMG Memo to BOS.rev



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.110	Contract Language To Assist In Placement Activities	04/04/95

(See also 9.170 and 9.160)

## PURPOSE

Assigns responsibility to the Department of Human Resources for ensuring that all County Departments take ~~all possible~~ reasonable measures to locate alternative employment for displaced County workers within their own department, other County departments or the private sector.

## REFERENCE

April 4, 1995 Board Order, Synopsis 48.

April 25, 1995 memo to all Department Heads from the Department of Human Resources (DHR) entitled "DHR Coordination of Workforce Reduction"

June 16, 1995 memo to all Department Heads from DHR entitled "Contract Language to Assist in Placement Activities"

July 7, 1995 memo to all Department Heads from DHR entitled *Priority Hiring Consideration by Contractors for County Employees Impacted by Workforce Reduction.*

November 16, 1995 memo to all Department Heads from DHR entitled "Contract Language to Assist in Placement Activities" (Revised).

July 25, 1997 County of Los Angeles, Department of Human Resources Policies, Procedures, and Guidelines No. 1030 entitled *Workforce Reduction Management Guidelines.*

## POLICY

Assigns responsibility to the Department of Human Resources for ensuring that all ~~possible~~ reasonable measures are taken to locate alternative employment for all County workers impacted by workforce reduction in the County. DHR is to coordinate all such efforts. These include:

- Efforts to place affected workers within the impacted department,
- Efforts to place affected workers in vacant positions in other County



departments,

- Transfer of affected workers to grant funded positions,
- Reduction of contract services for work that can reasonably and cost effectively be performed by County employees,
- Placement of affected County workers with contractors or service providers,
- Maintenance of a Reemployment List,
- Coordination with the County Department of Community and Senior Services to provide retraining and outplacement services, and
- The establishment of a process to review hardship cases involving the reassignment of employees from one geographic area of the County to another area as a result of workforce reduction.

In addition, DHR developed the following language which must be included in all service contracts exceeding \$250,000 submitted for Board approval:

**CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS/OR RE-EMPLOYMENT LIST**

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the life of this agreement.

Finally, DHR issued instructions and criteria for including narrative in Board letters for such contracts affected by this policy.

**RESPONSIBLE DEPARTMENT**

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The Department of Human Resources

Internal Services Department

**DATE ISSUED/SUNSET DATE**

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Issue Date: April 4, 1995  
Review Date: March 20, 2003  
Review Date: December 20, 2007  
Review Date: March 18, 2010  
Review Date: March 18, 2013

Sunset Review Date: March 20, 2003  
Sunset Review Date: April 4, 2007  
Sunset Review Date: March 10, 2010  
Sunset Review Date: March 18, 2013  
Sunset Review Date: March 18, 2017